



LEDBURY TOWN COUNCIL

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To: All members of Ledbury Town Council

Dear Member,

NOTICE IS HEREBY GIVEN that a Meeting of the **Finance & General Purposes Committee** will be held in the Market House **on Thursday 5th June 2014** at 7.30pm. All Committee members are summoned to attend. The business to be transacted is set out in the agenda, which is detailed below.

A G E N D A

1. Apologies

To accept apologies for absence.

2. Interests

To receive declarations of interests in items on the agenda.

3. Public Participation

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

4. Minutes

4.1 To approve the Minutes of the Finance and General Purposes Committee meeting held on 20th March, 2014, as a correct record.

Copies previously circulated

4.2 To approve the Minutes of the Finance and General Purposes Committee meeting held on 8th May, 2014, as a correct record. **Copy herewith**

5. Financial Matters

5.1 To approve and adopt the Summary of Receipts and Payments from 1st April to 30th May 2014. **E.1**

5.2 To consider invoices for payment. (list to be circulated at the meeting)

5.3 Unspecified Grants: **EX06/14 E.2**
To consider a grant application from Ledbury Community Choir.

5.4 To receive a report from the Internal Auditor relating to the internal audit for the year ended 31st March 2014. **E.3**

5.5 NALC Draft Financial Regulations **E.4**

To consider the new NALC draft Financial Regulations together with suggested changes as prepared by the Internal Auditor.

(Existing financial regulations were circulated at the Annual Council meeting on 8th May, 2014. Please contact the office if you require a replacement copy)

6. Risk Assessments

To review the Risk Register.

(copies to be circulated via email; hard copies available on request)

7. Subscriptions

7.1 To consider the renewal of the Town Council's annual subscription to 'Campaign to Protect Rural England (CPRE) in the sum of £36.

7.2 To consider the renewal of the Town Council's annual subscription to 'Cotswold Line Promotion Group' (CPLG) in the sum of £10.

7.3 To consider the renewal of the Town Council's annual subscription to 'Local Council Review (LCR) magazine in the sum of £17.

8. Parish and Town Council Member Allowances

To consider whether the Town Council might wish to introduce an allowance scheme for Town Councillors.

Letter from Herefordshire Council.

E.5

9. Town Council Offices

Ceremony Room

The approved premises licence for the Town Council offices expires on 30th September 2014. The Committee is requested to consider whether to renew the licence for Civil Marriage and Civil Partnership ceremonies.

10. Newsletter

To consider arrangements for the August Newsletter page in the Ledbury Focus.

11. Herefordshire CCTV Service Level Agreement (SLA)

To approve the SLA between Herefordshire Council and Ledbury Town Council for the purpose of providing CCTV equipment and monitoring to Ledbury town. The Agreement shall commence on 1st April 2014 and terminate on 31st March 2017.

E.6

12. Values

To note a report from a meeting held on 22nd May, 2014 and to consider any action required. **E.7**

13. Outside Bodies

13.1. To receive and note reports from Councillors who have attended meetings as a representative of Council.

- i) Notes from the HALC Executive Committee meeting held on 19th March 2014. (Cllr K Francis) **E.8**

13.2. Ledbury Rural Parishes Cluster Group

- i) To note the minutes of the Cluster Group meeting held on 13th March 2014. **E.9**
- ii) To review proposed changes to Terms of Reference (refer Minute item 7/3/14)
- iii) To note that the Cluster Group AGM will be held on Wednesday 11th June 2014 at Cradley Village Hall.

14. Correspondence for information

14.1 To note the following correspondence:-

- i) Thank you letter from Marches Family network for grant towards 2014 playschemes.
- ii) Thank you letter from the Visually Impaired Group (V.I.P.) Ledbury, for the grant towards a group outing.

14.2 To note a letter from Herefordshire Council regarding Parish Councillors' Declaration of Interests. **E.10**

15. Date of next meeting and items for future agenda inclusion

The next meeting of the Finance & General Purposes Committee will be held on 25th July, 2014.

Each Councillor is requested to use this opportunity to raise items for inclusion on future agendas. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.

KJM

Mrs K J Mitchell
Clerk to the Council
30th May, 2014

MEMBERS OF THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO
ATTEND THIS MEETING

www.ledburytowncouncil.gov.uk